



EMPLOYMENT APPLICATION

Name _____ **Date:** _____

Address _____

City/State/Zip _____

Telephone _____

Type of Employment desired ___ Full time ___ Part time ___ Temporary ___ Seasonal

Do you have relatives or friends who work for R & R Taylor Construction? _____

If yes who? _____

Do you have a high school diploma or equivalent? _____

Do you have a university or college degree? _____

Describe any other training or education? _____

Wage Expected? _____

Date You Can Start Work? _____

Do you have a current driver's license? _____ **If yes Issuing State?** _____

Is there any reason we can't insure you on our Auto Insurance? _____

Note: Having a valid driver's license and being insured on R & R Taylor Construction Inc. insurance policy is a requirement of employment.

Do you have a CDL or Class A driver's license? _____

Are you legally entitled to work in the U.S.? _____

Do you have your own hand tools? _____

(Laborers: 25' tape, pry bar, hammer, and hammer holder.

Carpenter: carpenter bags and required hand tools to complete given tasks).

Are you able to work at the following job locations if required? _____

If limitations or conditions apply please note.

- **Schools?** _____
- **State/Federal/ County Buildings?** _____
- **State or National Parks?** _____
- **Out of Town job requiring overnight stays?** _____
- **Financial Institutions (example banks)?** _____
- **Alcohol Distributors (example bars)?** _____

Have you ever been convicted of a felony or misdemeanor? _____

Note: Conviction is not an automatic disqualifier.

Skills and Qualifications. (Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company). _____

Can you perform the essential functions of the job (Below is a list of functions that are essential for the position you are applying. Please note this is not a complete job description and you may be assigned a different task at any time). Please circle Y for Yes or N for No for each of the following:

- *Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? **Y or N***
- *Gross Body Coordination (The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion). **Y or N***
- *Arm-Hand Steadiness (The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position). **Y or N***
- *Near Vision (The ability to see details at close range (within a few feet)). **Y or N***
- *Trunk Strength (The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing). **Y or N***
- *Extend Flexibility (The ability to bend, stretch, twist, or reach with your body, arms, and/or legs). **Y or N***
- *Gross Body Equilibrium (The ability to keep or regain your body balance or stay upright when in an unstable position). **Y or N***
- *Oral Expression (The ability to communicate information and ideas in speaking so others will understand). **Y or N***

- **Manual Dexterity** (*The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects*). **Y or N**
- **Problem Sensitivity** (*The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem*). **Y or N**
- **Oral Comprehension** (*The ability to listen to and understand information and ideas presented through spoken words and sentences*). **Y or N**
- **Finger Dexterity** (*The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects*). **Y or N**
- **Time Management** (*Managing one's own time and the time of others*). **Y or N**
- **Multilimb Coordination** (*The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting standing or lying down.*) **Y or N**
- **Static Strength** (*The ability to exert maximum muscle force to lift, push, pull, or carry objects up to and including 100 lbs*). **Y or N**
- **Dynamic Strength** (*The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue*). **Y or N**
- **Far Vision** (*The ability to see details at a distance*). **Y or N**
- **Deductive Reasoning** (*The ability to apply general rules to specific problems to produce answers that make sense*). **Y or N**
- **Performing General Physical Activities** (*Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of material*). **Y or N**
- **Building and Construction** (*Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures*). **Y or N**

- *Working in the elements (The ability to work outdoors/indoors in all weather types). **Y or N***
- *Equipment Selection (Determining the kind of tools and equipment needed to do a job). **Y or N***
- *Reading Comprehension (Understanding written sentences and paragraphs in work related documents). **Y or N***
- *Handling and Moving Objects (Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things). **Y or N***

List your full employment record starting with your current or most recent employment:

<i>Start Date</i>	<i>Employers</i>	<i>Phone</i>	<i>Position</i>	<i>Amount</i>	<i>Reason for</i>
<i>Last Date</i>	<i>Name</i>	<i>Number</i>	<i>Held</i>	<i>Paid</i>	<i>Leaving</i>

Comments (Including explanation of any gaps in employment): _____

Please read carefully before signing.

I hereby certify that all information provided by me in this application (or any other accompanying or required documents including but not limited to a resume) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts, either intentional or unintentional, in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

R & R Taylor Construction Inc. is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in employment on a basis prohibited by local, state or federal law.

Job requirements asked on this form are not meant to be all inclusive and the job itself is subject to change.

In consideration for employment with R & R Taylor Construction Inc. if employed, I agree to conform to the rules, regulations, policies and procedures of R & R Taylor Construction Inc. at all times and understand that such obedience is a condition of employment. I understand that due to the nature of R & R Taylor Construction Inc's. business, attendance and punctuality are considered essential requirements of every job and that poor attendance or tardiness will result in disciplinary action, including but not limited to termination.

I understand that I will be required to submit to a pre-employment drug screening check as a condition of employment. I understand that an unsatisfactory result, refusal to cooperate with, or any attempt to affect the results of this pre-employment test will result in denial of employment.

By signing below I give R & R Taylor Construction Inc. the right to investigate all references and contact any and all previous employers to obtain job-related information about me. This information can include but is not limit to position held, job preformed, my job performance, dates of employment, attendance records, and reason for job separation. By signing below I give all references and previous employers authorization to release any and all information asked with release of liability for furnishing information. I hereby release R & R Taylor Construction Inc. and its representatives from liability related to such investigation.

Signature of Applicant _____ Date _____

Print Name _____